

## PUBLIC HEARING ON POL 301.06

**A public hearing on this rules change will be held during the August 27, 2013 Council meeting. At the Council's April 23, 2013 meeting, members voted to readopt with amendment Pol 301.06, which refers to PSTC's forms "A" and "B" to read as follows:**

Pol 301.06 Hiring Authority to Notify Council. The following shall apply to notification of the council by the hiring authority:

(a) The hiring authority shall submit employee status notification form "A" to the council within 15 days of the appointment of a new police, corrections or probation/parole officer.

(b) Form "A" shall contain the following information regarding the employee:

- (1) Full name, social security number, and date of birth;
- (2) Department, address and date of appointment;
- (3) Position;
- (4) Employed full- or part-time;
- (5) Secondary level education;
- (6) Postsecondary level education;
- (7) College major;
- (8) Prior law enforcement experience;
- (9) Whether or not certification is being requested based on prior law enforcement or corrections training and experience;
- (10) Citizenship status;
- (11) The officer has been fingerprinted and the prints have been submitted to the NH state police fingerprint bureau for criminal record checks;
- (12) The officer has been found not to have been convicted of a felony under state or federal law;
- (13) The officer's background has been investigated;
- (14) ~~For full-time employees,~~ whether or not a physical examination has been performed;
- (15) Certification that the officer meets the council's minimum employment standards;
- (16) The signature and title of the hiring authority; and
- (17) The current date.

(c) The hiring authority shall submit employee status notification form "B" to the council within 15 days of the following circumstances:

- (1) Retirement;
- (2) ~~Termination~~ Discharge;
- (3) Resignation;
- (4) Promotion;
- (5) Suspension for more than ~~3~~ one (1) days;
- (6) Demotion;
- (7) Change in status, such as full-time to part-time, or reverse; or
- (8) Death of any police, corrections or probation/parole officer-;
- (9) Resigned during internal investigation;
- (10) Negotiated resignation;

- (11) Resignation in lieu of discharge;
- (12) Administrative leave;
- (13) Military deployment for more than 30 days;
- (14) Return from Administrative leave or Military deployment;
- (15) Change of name.

(d) Form "B" shall contain the following information regarding the employee:

- (1) Full name, date of birth, council issued identification number and social security number;
- (2) Department name and address;
- (3) Effective date;
- (4) ~~Whether promotion, discharge, resignation, retirement, change in status, suspension, or death~~ An indication of the circumstance listed in (c) (1) through (c) (15) that applies;
- (5) Whether a full or part-time employee;
- (6) New rank, if promoted;
- (7) New name if name change;
- ~~(7)~~ (8) Signature and title of hiring authority; and
- ~~(8)~~ (9) The current date.

Source. #1534, eff 2-17-80; ss by #1988, eff 3-25-82; ss by #2783, eff 7-27-84; ss by #4437, eff 6-22-88; ss by #5836, eff 6-15-94; ss by #7302, eff 6-8-00; amd by #9078, eff 1-25-08; ss by #9168, INTERIM, eff 6-3-08, EXPIRES: 11-30-08; ss by #9224, eff 8-1-08

If you have any questions in reference to this hearing, please contact Chief Timothy Merrill (retired) at 271-1790, or by email at [tmerrill@pstc.state.nh.us](mailto:tmerrill@pstc.state.nh.us)